

**The Incorporated****Village of Mineola**

155 WASHINGTON AVENUE, MINEOLA, NY 11501

*Mayor***JOHN P. COLBERT***Trustees***LOUIS SANTOSUS, JR. - Deputy Mayor****MARYANNE WARNECKE****ELIZABETH A.J. CONLON****LINDA FAIRGRIEVE***Village Clerk***LOUIS M. DiDOMENICO***Treasurer***RICHARD J. DWYER***Village Attorney***JOHN M. SPELLMAN**

January 25, 2002

Tutor Time Day Care
80 Herricks Road
Mineola New York, 11501

Dear Administrator,

As you are aware of the current media reports regarding alleged contamination of your facilities, we are requesting you supply the Village of Mineola Building Department with any and all reports from the County, State, and Federal Agencies as well as any current maintenance records immediately so we may ascertain factual information regarding the current situation.

It is our understanding that you are currently performing modifications to your buildings HVAC system. If this is factual we must be informed to the specific nature of said modifications to ascertain if permits must be obtained as required by law.

As I'm sure, you will understand our goal is one of public safety and to this end, your cooperation is paramount.

Sincerely,

Michael Giardina
Superintendent of Buildings

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